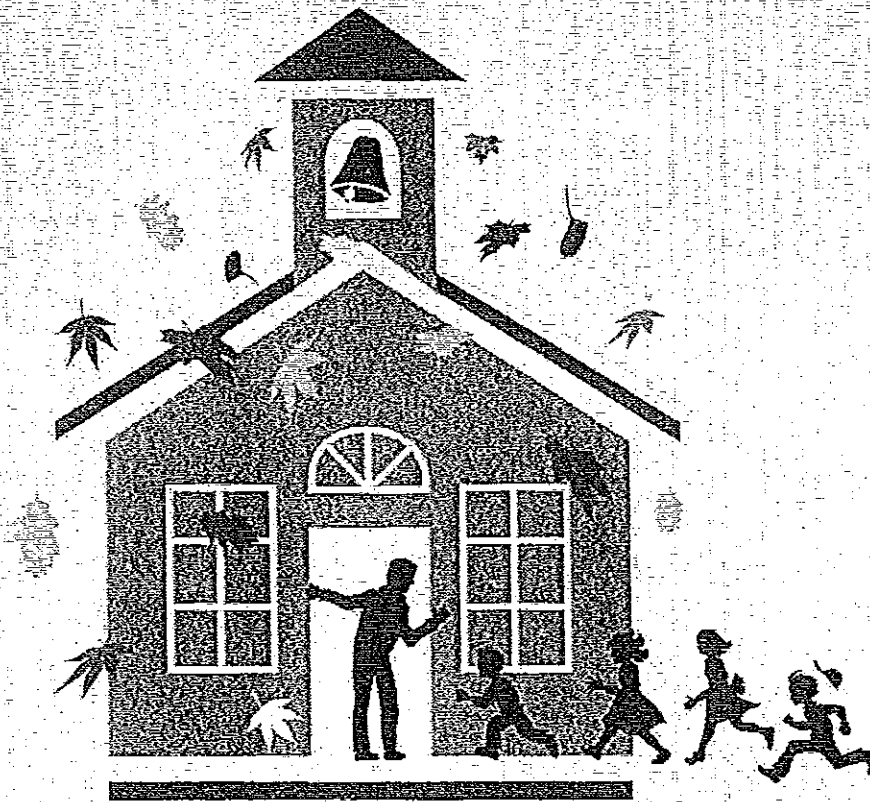


# **WESTWOOD RECREATION**



## **2015-2016 PRE-SCHOOL PARENT HANDBOOK**

# WESTWOOD RECREATION PRE-SCHOOL

## *DATES TO REMEMBER*

### *2015*

<i>Wednesday, September 9th</i>	<i>First Day of School (2nd payment due)</i>
<i>Monday, September 14th</i>	<i>School- Closed-Religious Holiday</i>
<i>Wednesday, September 23rd</i>	<i>School- Closed-Religious Holiday</i>
<i>Monday, October 12th</i>	<i>School Closed Columbus Day (Borough Holiday)</i>
<i>Friday, November 6th</i>	<i>School Closed Teacher Convention</i>
<i>Wednesday, November 11th</i>	<i>School Closed Veterans Day (Borough Holiday)</i>
<i>Friday, November 27th</i>	<i>School Closed Thanksgiving Recess</i>
<i>Friday, December 25th-</i> <i>Friday, January 2nd</i>	<i>Holiday Recess</i>

### *2016*

<i>Monday, January 4th</i>	<i>Return from Holiday Recess</i>
<i>Monday, January 4th</i>	<b><i>FINAL PAYMENT DUE</i></b>
<i>Monday, January 18th</i>	<i>School Closed MLK Holiday</i>
<i>Monday, February 15th</i>	<i>School Closed Winter Recess</i>
<i>Friday, March 25</i>	<i>School Closed-Good Friday</i>
<i>Mon-Fri, April 1-15</i>	<i>School Closed Spring Recess</i>
<i>Monday, May 30th</i>	<i>School Closed Memorial Day</i>
<i>Friday, June 3rd</i>	<i>Last Day</i>

### **PLEASE NOTE:**

*We follow the Westwood School System calendar.  
If they close for any reason, our school will close as well.*

**"A PARTNERSHIP IN CARING"**

*Dear Parents,*

*Welcome to the Westwood Recreation Pre-School. I know a great deal of thought and consideration has gone into your choice of a Pre-School for your child and we are happy to become a part of their educational journey.*

*Our mission is to provide a caring and nurturing environment where your child can learn and develop through chronologically and developmentally appropriate activities.*

*Our school is licensed by the State of New Jersey and meets all of their requirements. Our Director, Natalie Boes, and her staff are highly qualified and dedicated to give your child an educational foundation which is so important for today's early childhood advancements.*

*As we build our programs together, please feel free to share any new ideas with us. We value the need for close communication between parents and teachers. We look forward to getting to know you, so we can offer your child a safe, caring, fun and discovery-filled environment.*

*Parents are an integral part of our program and we seek to form a partnership with you to foster the learning and healthy development of your child.*

*If you have any questions concerning this program, please speak with our Pre-School Director, Natalie.*

*Sincerely,*

*Gary Buchheister  
Recreation Director*

## **WESTWOOD RECREATION PRE-SCHOOL**

*Our program is available to Westwood children between the ages of three and five as of October 1, 2015.*

*Proof of residency and birth certificates are required for registration.*

*Our Pre-School is located at the Westwood Recreation Department in the Westwood Community Center at 55 Jefferson Avenue, 201-664-7882.*

**ALL CHILDREN ENROLLED IN THE PROGRAM MUST BE POTTY TRAINED!**

### **2015-2016 School Year-Hours of Operation**

**School Begins- Wednesday, September 9, 2015**

**School Ends- Friday, June 3, 2016**

*(Please see "Dates to Remember" on page 11)*

**4-5 year olds- Monday, Wednesday and Friday- 9:00am-12:00pm**

**3 year olds- Monday, Wednesday and Friday- 12:30pm-2:30pm**

**Registration begins on Tuesday, April 28, 2015 at 9:00am**

**Registration Fee: \$25.00 (non-refundable)**

#### **Tuition:**

**4-5 year olds - \$1425.00**

**3 year olds - \$1125.00**

#### **Payment Schedule:**

	<b>4-5 yr olds</b>	<b>3 yr olds</b>
<b>1st- Tuesday, April 28, 2015</b>	<b>\$500.00</b>	<b>\$400.00</b>
<b>2nd- Monday, September 8, 2015</b>	<b>\$475.00</b>	<b>\$375.00</b>
<b>3rd- Monday, January 5, 2016</b>	<b>\$475.00</b>	<b>\$375.00</b>

**Tuition payments must be made on time.**

*Please contact the Recreation Director if you have any special situations.*

## Westwood Recreation Department

### Pre-School Objectives

The objective of the Westwood Recreation Pre-School is to provide the necessary preparation for Kindergarten in a warm and caring environment.

To provide opportunities for sharing toys, equipment, and ideas with others.

To assist in understanding and following simple directions and routines.

To develop self-help skills, such as buttoning, zipping, tying, and bathroom independence.

To develop gross motor and fine motor skills through varied and active learning activities.

To develop the ability to recognize and identify colors, shapes, numbers, and letters.

To develop listening skills and appreciation of literature through poetry, stories, and drama.

To develop music appreciation through rhythmic activities, singing, listening, and drama.

To assist in recognizing and writing their own name.

To enhance an understanding of numbers and relationships between numbers.

To develop an understanding of time: clock, days of the week, months of the year, calendar, and seasons.

To provide simple nutritional concepts.

To introduce science awareness, such as the five senses, plants, animals, magnets, and measuring.

### *School Day*

The four year old morning class begins at 9:00am and ends at 12:00pm. Please make sure you have your child at school on time. We begin our lessons as soon as the children arrive. When children are late it becomes disruptive to the other students. Children are dismissed promptly at 12:00. If you are going to be late picking up your child, please call the office at 201-664-7882.

If you are chronically late you will be charged a fee.

The three year old afternoon class begins at 12:30pm and ends at 2:30pm. Please make sure you have your child in school on time. We begin our lessons as soon as the children arrive. When children are late it becomes disruptive to the other students. Children are dismissed promptly at 2:30pm. If you are going to be late picking up your child, please call the office at 201-664-7882.

If you are chronically late you will be charged a fee.

### *Allergies/Snacks*

Westwood Recreation strives to be a "NUT FREE" school.

Please do not send in any snack that contains any type of nut ingredients. This includes Nutella. Please send in a healthy snack, water and/or juice box.

### *School Closings*

The Westwood Recreation Preschool follows the Westwood Regional School District's vacation schedule and inclement weather procedures. If the school district is closed due to inclement weather, then our school is closed. If we are on a delayed opening, the morning class will start at 10:30 and end at the regular time. This would not effect the afternoon class. The class mothers will also make phone calls. If you are not sure, please check the school district website at [wwrsd.org](http://wwrsd.org). There may be an occasional weather closing if the Borough closes and you will receive a phone call.

## INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J. A.C 10:22), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parental visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters.

The center may comply with this requirement either by:

- 1) reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Department of Children and Families (DCF) or
- 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his / her receipt of the information.

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Our center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Department of Children and Families. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing, Publication Fees, P.O. Box 18500, Newark, New Jersey, 07191.

## INFORMATION TO PARENTS

We encourage parents to discuss any questions or concerns with us about the center's policies or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange an opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at 1-609-826-3980. Of course, we would appreciate your bringing these concerns to our attention also.

Our center must have a policy for the release of children to parents or people authorized by the parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies, so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. If you wish to review them, we will make them available.

Our center must cooperate with all DCF inspection/investigations. DCF Staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review and to discuss with us any questions you may have about it.

Our center must post a listing / diagram of the areas approved by the Bureau for the children's use. Please ask us if you have any questions about these rooms or spaces.

Our center must inform parents in advance of every field trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.



## INFORMATION TO PARENTS

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director who can advise you of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center is required to comply with the New Jersey Against Discrimination (LAD), P.L. 1945, c.169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et. Seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the N. J. Dept. of Law and Public Safety for information about filing an L.A.D. claim at 609-292-4605, TTY users may dial 711 for the N. J. Relay Operator and ask for 609-292-7701, or contact the U. S. Dept. of Justice about filing an A.D.A. claim at 800-514-0301 or 800-514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS) Division of Consumer Affairs (DCA), unsafe children's product list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll free at 1 (800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to State Child Abuse Hotline, toll-free at 1-(877) NJ ABUSE. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting, DCF, Office of Communications and Legislation at (609) 292 -0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select publications..

## PHILOSOPHY OF CHILD DISCIPLINE

*"Discipline is...to train or develop by instruction, especially in self-control."*

-Webster new Collegiate Dictionary

The philosophy of this Center is to help children grow emotionally and intellectually, to help children succeed, to feel good about themselves, and to express their feelings in a positive and constructive manner.

Our policy is that discipline should be positive. Discipline is not a punishment, it is a way of helping children learn to identify socially acceptable behavior.

Within our Center, limits and rules are clearly defined, consistent, and in accordance with the appropriate development and age of each child and the program in general. We focus strongly on reinforcing acceptable behavior and preventing undesirable behavior by being responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Center consist of:

- \* Redirection of activities to change the focus of a child's behavior
- \* Individualized attention to help the child deal with a particular situation.
- \* Time out...by removing a child for a few minutes from the area or activity so that he or she may gain self-control.
- \* "Catch the child being good", to respond to and reinforce positive behavior. We acknowledge or praise the child to let them know that we approve of what he or she is doing.

*"Discipline should not be isolation without supervision, the withholding of food or attention. No child will be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that might intimidate, frighten or endanger a child, or his/her self-image. "*

-New Jersey Department of Children and Families  
Child Care Centers

## POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he or she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and the parent(s) will be called to take them home.

Severe pain or discomfort	Red eyes with discharge
Acute diarrhea	Yellow eyes or jaundice skin
Episodes of acute vomiting	Infected untreated skin patches
Sore throat or severe coughing	Swollen joints
Difficult or rapid breathing	Visibly enlarged lymph nodes
Stiff neck	Blood in urine
Skin rashes lasting longer than 24 hours	
Elevated oral temperature of 100 degrees Fahrenheit	

Once the child is symptom free and/or fever free for 24 hours, or has a physician's note stating that he or she no longer poses a serious health risk to themselves or others, he or she may return to school.

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no risk to themselves or others.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illness</u>
Chicken Pox	Giardia Lamblia*	Impetigo
German Measles*	Hepatitis A*	Lice
Mononucleosis	Salmonella*	Scabies
Influenza*	Measles	Strep Throat
	Meningococcus*	Tuberculosis
	Mumps*	Whooping Cough

\*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10 (a).

If your child is exposed to any excludable diseases at school, you will be notified in writing.

If your child is going to be absent on a given day, please notify the staff not to expect your child.  
If your home, work or cell phone numbers change, kindly inform the office.

## POLICY ON THE RELEASE OF CHILDREN

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents cannot be reached.

The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file.

Circumstances may require staff members to seek additional confirmation and/or verification of consent before releasing a child from the center.

Authorized persons must be able to present valid identification prior to release of the child. Authorized persons must be 16 years of age or older to assume custody of the child from the center.

- B. Staff members are required to follow written procedures if the parent(s) or person(s) authorized by the parent(s), as specified in (A) above, fails to pick-up a child at the time of the center's daily closing: These procedures include that;

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline 800-792-8610 to seek assistance in caring for the child until the parents or persons authorized by the child's parent(s) is able to pick up the child.

- C. Staff members are required to follow written procedures if the parent(s) or person(s) authorized by the parent(s), appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures require that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
3. If the center is unable to make alternate arrangements, as noted above, a staff member shall call the Division's 24-hour Child Abuse Hotline 800-792-8610 to seek assistance in caring for the child.